

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



AIR FORCE INSTRUCTION 36-703

**LUKE AIR FORCE BASE
Supplement**

22 MAY 2013

Personnel

**CIVILIAN CONDUCT AND
RESPONSIBILITY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 36-703, *Civilian Conduct and Responsibility*, is supplemented as follows. It contains information regarding civilian standards of conduct and individual responsibility applicable to civilian employees. This supplement applies to all civilian employees serviced by the Civilian Personnel Office, Luke Air Force Base. **This publication applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units.** Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Updates the formatting to conform to AFI 33-360, Publications and Forms Management requirements. Adds Attachment 1, Glossary of References and Supporting Information.

5.3.1.1. When supervisors receive indebtedness complaints directly from creditors, they must contact the Civilian Personnel Office at 6-7762 for appropriate guidance prior to discussing with

the employee. The supervisor must also provide a copy of the complaint to 56th Force Support Squadron Civilian Personnel Office (56 FSS/FSMC).

5.3.1.2. When the Civilian Personnel Office receives indebtedness complaints directly from creditors, the first-level supervisor will be contacted and advised of appropriate actions, if applicable.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-703, *Civilian Conduct and Responsibility*, 1 August 1999

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

OPR—Office of Primary Responsibility